

## **Regional Environment Office Grant Application Package**

Please complete the attached grant application, answering all questions in full.

**Catalog of Federal Domestic Assistance Number:** 19.124

**Application Deadline:** April 15, 2016

### **PROJECT DESCRIPTION**

The U.S. Department of State Bureau of East Asia Pacific Affairs (EAP) announces an open competition for organizations interested in submitting applications for a series of small environmental awards to support local and regional small-scale environmental projects via the Regional Environmental Offices in Bangkok, **at \$24,999 or less per award. Applications should not request less than \$5,000 and no more than \$24,999.** Applicants should include an anticipated start date between July 1, 2016 – September 1, 2016 and the period of performance should be between 12 months to 24 months.

The U.S. government may make award(s) on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right (though it is not under obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application.

### **ELIGIBILITY INFORMATION**

EAP welcomes applications from U.S.-based and foreign-based non-profit organizations/nongovernment organizations (NGO) and public international organizations; private, public, or state institutions of higher education; and for-profit organizations or businesses. EAP's preference is to work with non-profit entities; however, there may be occasions when a for-profit entity is best suited.

For-profit entities should be aware that its application may be subject to additional review following the panel selection process and that the Department of State generally prohibits profit under its assistance awards to for-profit or commercial organizations. Profit is defined as any amount in excess of allowable direct and indirect costs.

Other items of note:

- Grants cannot be awarded for research projects.
- Conducting training is allowed.
- Grants can be awarded to universities, NGO/CSOs or even an individual.
- Grants **cannot** be awarded to government agencies, offices or departments.

- For profit organization may apply, but are subject to further review.
- The SF-424 forms must be completed and submitted along with the grant application.
- The grant recipient information must be the same on the SF-424 and the grant application.
- All fields on the SF-424 and the grant application must be completed in English.  
<http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html>
- All grantees will need a DUNS number. This can be done on line and is free. Please see:  
<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

Providing cost sharing, matching, or cost participation is not an eligibility requirement for this NOFO.

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM)([www.sam.gov](http://www.sam.gov)) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR,1986 Comp., p. 189) and 12689 (3 CFR,1989 Comp., p. 235), “Debarment and Suspension.” Additionally no entity listed on the Excluded Parties List System in SAM can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM to ensure that no ineligible entity is included.

## **APPLICATION AND SUBMISSION INFORMATION**

### **GRANT APPLICATION**

Please note that all sections must be completed for your grant to be considered!

For all application documents, please ensure:

- 1) All documents are in English and all costs are in U.S. dollars. If an original document within the application is in another language, an English translation must be provided (please note: the Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents. If any documents are provided in both English and a foreign language, the English language version is the controlling version);
- 2) The SF-424 forms must be completed and submitted along with the grant application. <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html>
- 3) All grantees will need a DUNS number. This can be done on line and is free. Please see: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- 4) All pages are numbered, including budgets and attachments;
- 5) All documents are formatted to 8 ½ x 11 paper; and,
- 6) All documents are single-spaced, 12 point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10 point Times New Roman font. Font sizes in charts and tables, including the budget, can be reformatted to fit within 1 page width.

### **Complete applications must include the following:**

#### **Basic Information:**

**Grant Recipient:** *Insert name of organization or person that will receive the grant funds*

**Grant Recipient Contact Information:**

**Address:**

**Phone:**

**Email:**

**Project Title:** *Insert title*

**Date of Submission:** *today's date*

**Project location(s)/participants:** *Insert country/countries and province/cities that will benefit from project*

**Have you/your organization previously received US Government funding?:** *Yes/No*

#### **Executive Summary:**

*In the summary include a synopsis of the proposed project area of focus (e.g. climate, health, etc.) and proposed project goals. How will this project meet the goals outlined?*

## **Grant Description**

### **1A. Background & Purpose:**

- *Provide a short background on the project proposal and the issue(s) the project will address.*
- *Include what the project will accomplish.*
- *Include information on key personnel who have appropriate background in the subject area.*

### **1B. Program Goals to be met:**

- *Describe the goals of the proposed program/activities.*

### **1C. Main Activities to be performed**

- *Describe the activities that will take place to meet the goals.*
- *Identify the population and country or countries to be benefited (whether this is an in-country activity for nationals only, or a regional event supporting the participation of participants from multiple countries, for example).*

### **1D. Expected Results to be met and Performance Indicators:**

- *State the expected results of the program with a timeline for completion of activities.*
- *Provide a detailed response to show how the results and goals will be met through the activities in this program.*
- *The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time-bound.*
- *Establish, where possible, performance baseline data and expected performance targets for each expected result, and include details on what sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure.*

## **Budget:**

### **1. Completed and signed SF-424, SF-424A, and SF-424B, as found here:**

<http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html>

### **2. Cost share:**

- *Does this Grant have a cost share element? If so, describe. Cost share can include time for services, supplies, donations from other organizations towards the same project, etc. (Note: a cost share element is not required.)*

**Complete the budget template. ONLY THIS TEMPLATE IS ALLOWED FOR THE BUDGET.**

<b>Budget Categories</b>	<b>Amount</b>
1. Personnel	
2. Fringe Benefits	
3. Travel	
4. Equipment	
5. Supplies	
6. Contractual	
7. Construction	
8. Other Direct Costs	
9. Total Direct Costs (lines 1-8)	
10. Indirect Costs	
11. Total Costs (lines 9-10)	
12. Cost-Sharing	

If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as an Adobe (.pdf) file. This document will not be reviewed by the panelists, but rather used by project and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations.